

AMENDING CHAPTERS 7 AND 9 OF THE DANE COUNTY CODE OF ORDINANCES, REVISING THE COUNTY BOARD RULES AND ETHICS CODE

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 7.001 is amended to read as follows:

7.001 DEFINITIONS.

(1) Generative artificial intelligence technology means any software that creates content by simulating human learning, comprehension, problem solving, decision making, creativity and autonomy.

~~(12) Inspirational message~~ means a brief message delivered by a designated member of the County Board intended to inspire fellow board members. Such a message could be, but is not limited to, a prayer, written passage, poem, quotation, or song.

ARTICLE 3. Section 7.03(8) is created to read as follows:

7.03 DUTIES OF THE CHAIRPERSON.

(8) The chairperson shall provide administrative oversight of the county board office, including, but not limited to, oversight of board office operations and personnel, and develop and authorize the annual board office departmental budget request.

ARTICLE 4. Section 7.13(1) is amended to read as follows:

7.13 THE EXECUTIVE COMMITTEE.

(1) Act as the budgetary and policy oversight committee for supervisory committee for the county board office and policy oversight committee for the Tamara D. Grigsby Dane County Civil Rights Department, and the offices of the county board, as the budgetary and policy oversight committee for the offices of the county clerk, and county executive, including all divisions in the county executive's office.

ARTICLE 5. Section 7.13(5) is rescinded:

~~(5) Conduct reviews of and make recommendations on county board functioning and board support staff. Performance reviews of county board staff members will be presented annually in closed session to the executive committee at a date and time determined two weeks in advance by the committee.~~

47 ARTICLE 6. Section 7.22(4)(c) is amended to read as follows:
48 **7.22 SCHEDULING, NOTICE AND CONDUCT OF MEETINGS.**
49 **(4)** The board and committees may conduct public meetings in the following
50 formats:
51 **(c)** Hybrid – simultaneously held in-person and virtually. Hybrid meetings shall
52 be held at a physical location open to the public. ~~and a minimum of one board or~~
53 ~~The committee~~ member chairing the meeting shall be physically present for the
54 entire meeting. The Board Chair acting as an ex-officio member pursuant to s.
55 7.03(6) may serve as the member physically present for the meeting.

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57 ARTICLE 7. Section 7.22(5)(e) is created to read as follows:
58 **(5)** Open meetings shall be held in public buildings or other places, including
59 virtual venues, accessible to the general public, including individuals with
60 disabilities.
61 **(e)** A member may not use generative artificial intelligence technology such
62 as automated meeting assistants or note takers in conjunction with any meeting
63 the member does not attend either in person or virtually.

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65 ARTICLE 8. Section 7.60(4) is created to read as follows:
66 **7.22 COUNTY BOARD AGENDA.**
67 **(4)** The agenda shall include an item related to abstentions, and disclosures or
68 disqualifications under the Ethics Code, s. 9.38.

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70 ARTICLE 9. Section 7.61(1)B. is amended to read as follows:
71 **7.61 COUNTY BOARD AGENDA; ORDER OF BUSINESS.**
72 B. Special Matters and Announcements.
73 1. Memorial resolutions, proclamations and special presentations (limited to
74 ten minutes)
75 (a) Special Matter resolutions, proclamations and special presentations
76 may only be sponsored ~~or~~ and scheduled by the County Board Chair
77 2. Appearances by the county executive
78 3. Announcements (limited to two minutes and to the announcement of a
79 coming event or the introduction of an item)
80 4. Abstentions, disclosures or disqualifications.
81 4.5. Public hearings

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83 ARTICLE 10. Section 7.61(2) is amended to read as follows:
84 **(2)** The order of business for county board consideration of the annual budget
85 shall be as follows:
86 A. Roll Call
87 1. Inspirational message (limited to three minutes)
88 2. Pledge of allegiance
89 3. Abstentions, disclosures or disqualifications
90 B. Operating Budget Resolution
91 C. Capital Budget Resolution
92 D. Ordinance Amendments Creating or Changing Fees

- 93 E. Resolution Setting the Tax Levy
- 94 F. Such Other Business As The County Board Is Authorized To Conduct By
- 95 Law
- 96 G. Adjournment

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98 ARTICLE 11. Section 7.62(5) is amended to read as follows:

99 **7.62 COUNTY BOARD MEETINGS; CONDUCT.**

100 (5) When any supervisor is about to offer a motion, to speak in debate or lay any
101 matter before the county board, they will ~~rise and~~ address the chairperson in a
102 respectful manner.

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104 ARTICLE 12. Section 9.38 is amended to read as follows:

105 **9.38 CONDUCT REGULATED; DISCLOSURE AND DISQUALIFICATION BY**
106 **COUNTY OFFICIALS.** (1) A county official ~~or employee~~ who has or whose

107 immediate family member has a substantial financial or personal interest in a
108 matter pending before the body of which ~~he or she is~~they are a member shall
109 disclose the nature of the interest. The disclosure shall be made on the record
110 before the body or, if there is no formal record, in writing to the body. This
111 provision shall not apply if the official disqualifies themselves from participating in
112 discussion of the matter and from voting on it.

113 (2) ~~The~~A county official ~~or employee~~ shall disqualify themselves from discussing
114 and voting on the matter under consideration ~~not participate in any vote in which~~
115 ~~he or she if they~~ or an immediate family member has a substantial financial or
116 personal interest to the extent that such interest conflicts or appears to conflict
117 with their official duties or would impair or reasonably be expected to impair their
118 independence of judgment or actions.

119 (3) In the event a county official is required to disqualify themselves from
120 participating or voting on a matter that comes before the body and a member of
121 the body requests the disqualified member to leave the meeting, the official shall
122 absent themselves from that portion of the meeting involving discussion,
123 deliberations or votes related to that matter, and the minutes of the meeting shall
124 reflect their absence.

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[EXPLANATION: This amendment revises the county board rules and ethics code.]